**Faculty-Led Study Abroad Program Proposal for submission to the Global Education Approval Committee (GEAC)**

# PROPOSAL FORM

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| **Program Name:** |  |
| **Term:** |  |
| **Dates:** |  |
| **Location:** | *[Please include all cities you will be staying in overnight]* |

**Program leader(s)**:

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| **Name:** |  |
| **Department/College:** |  |
| **Email:** |  |
| **Phone:** |  |
| **Relevant experience:** |  |

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| **Name:** |  |
| **Department/College:** |  |
| **Email:** |  |
| **Phone:** |  |
| **Relevant experience:** |  |

*[continue for every program leader/assistant]*

# College’s Global Education Liaison

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| **Name:** |  |
| **Email:** |  |

**Department Chair/Unit Director**

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| **Name:** |  |
| **Email:** |  |

**Are you planning to cross list any courses with another college/department? If so, please provide the course information and department.**

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**Program Support Contacts & Providers**

Provide details on individuals and entities supporting the program’s administration and logistics (administrative support contacts at VT, travel agency, program provider, etc.).

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List any individuals/entities who will provide in-country support and indicate what support they will provide.

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# Program’s fiscal officer:

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| **Name:** |  |
| **Email:** |  |
| **Phone:** |  |

**What is the Organization Code of your college/department?**

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**Are you requesting a study abroad local fund number for this program (in order to collect a study abroad program fee)?**

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**What was the local fund number used when this program was last offered *(if applicable)*?**

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**Are you renewing a program that was previously approved by the GEAC?**

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**If this is a program renewal, please briefly identify the key changes or updates throughout the proposal *(dates, budget, itinerary, new program leader, etc.).***

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**PROGRAM DESCRIPTION**

Provide a complete, succinct program description. This description should include the following information:

# Programmatic purpose and content—

* 1. What is the core educational purpose of the program?

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* 1. What student populations are served?

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* 1. To what majors/degrees and minors is program content is applicable? What Pathways or Destination Area requirements will it fulfill?

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* 1. If there are similar programs available on campus or abroad, how is this program distinct and what is its added value?

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* 1. How does/do the selected site(s) add relevance or value to the programmatic objectives and targeted skills?

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* 1. What advising resources are available to students to help them determine if the program will serve their educational goals? Identify academic adviser(s) within the department/school who will be informed of the study abroad opportunity and can support students in determining whether participation will advance their educational goals.

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* 1. Outline the program’s recruitment strategy to reach the students who could benefit from it, including efforts to attract diverse populations.

Recruitment of diverse populations can include collaborations with the [Cultural and Centers](https://ccc.vt.edu/) as well as the [Office of Inclusion and Diversity](https://www.provost.vt.edu/who_we_are/inclusion_diversity.html) in order to reach targeted student groups; identifying [student organizations](https://vt.edu/campus-life/clubs-organizations-involvement.html) that have a focus on diversity; reflecting a diverse showing of students in program marketing materials as well as including the university's [equity and access statement](https://vt.edu/equal-opportunity.html); including financial aid and scholarship information on program materials to help lower barriers to financial access; promoting the program through the First-Generation at Virginia Tech (1G@VT) student organization, First Gen Peer Mentor Program or other [First-Generation Student Support](https://vt.edu/admissions/first-generation-students.html) events and resources; designing study abroad programs and program materials with accessibility in mind along with consulting with[Services for Students with Disabilities](https://www.ssd.vt.edu/); referencing [IES's IDEA (Initiative to Diversify Education Abroad) resources](https://www.iesabroad.org/student-diversity-access) and [Diversity Abroad's resources](https://www.diversityabroad.com/) to name a few examples.

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# Student preparation and experience—

* 1. Outline how students will be prepared prior to departure (it is recommended that this information be included in the syllabus).

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* 1. What introduction and orientation to the new environment will students receive once on site? It is recommended that this information be included in the syllabus.

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* 1. Describe the students’ engagement with the host culture as it aligns with the program’s goals. What intentional activities will students be encouraged to engage in with the host culture? What intentional activities will students be encouraged to engage in with the host culture? Be specific in detailing how students will interact with and learn about the host culture in meaningful ways.

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* 1. If applicable, describe the co-curricular global skills that students are expected to develop (e.g., ungraded language skills, intercultural competencies) and how these will be evaluated. If there are no co-curricular global skills, please indicate N/A.

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# Eligibility, application, and selection—

* 1. What are the eligibility requirements for this program and what is the rationale behind them?

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* 1. Outline the application requirements of the program [e.g., statement of purpose, (un)official transcript, letter(s) of recommendation, resume or CV, portfolio, interview, special such as SCUBA cert., other].

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* 1. Describe the selection process: indicate who will select participants and whether any applicant qualifications will be prioritized over others.

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* 1. How will eligibility requirements, application process, and selection criteria be communicated to students?

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# Practical matters—

* 1. What are the student lodging arrangements for the program?

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* 1. What are the student meal arrangements for the program?

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* 1. Are all meals included in the program fee? If not, are economical nutritious meal options available to students? Estimated costs of meals not covered by the program fee should be shown in the “Estimated Student Costs for Participation” section.

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* 1. What are the in-country transportation arrangements for the program?

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* 1. Are there any extraordinary health, safety, or security risks of concern in the program’s location(s)? If so, what measures will be taken to eliminate or mitigate these risks?

Use the U.S. Department of State’s “International Travel” website: <https://travel.state.gov/> to learn about safety and security information for your destination(s). Use the Center for Disease Control (CDC) website: <https://wwwnc.cdc.gov/travel/destinations/list/> to learn about vaccine requirements and health considerations for your destination(s). Identify risks in your destination(s) and your plan to mitigate those risks. Be sure to address best practices for public health, safety, and security in response to the current global pandemic.

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* 1. Is a visa required for the program’s leader(s) or participants? If visas are required, what is the time frame for applying for and receiving them? Please address both U.S. and non-U.S. citizens in your response.

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* 1. What is the minimum number of participants needed for the program to run, based on the budget and the projected tuition revenue/faculty compensation by the department? If applicable, what is the maximum number of participants that the program can accommodate?

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# COURSE SYLLABI

In addition to the standard required elements of a Virginia Tech syllabus, each faculty-led program syllabus should include the following\*:

* + - The number of contact hours and number of credits for the course
    - A description of how the student workload and activities translate into the number of credits earned
    - Specific learning objectives, including those for experiential learning components
    - The course assessment mechanisms and grading system, as they relate to both academic and experiential learning outcomes
    - A description of global skills that students are expected to develop (e.g., language, intercultural competence skills) and how these will be assessed
    - A description of pre-departure preparation and on-site orientation requirements and how these will be assessed
    - If there are any post-program requirements that support students in culminating learning and synthesizing their study abroad experience, a description of these requirements and how these will be assessed
    - The provision on site over the duration of the program of multiple and various opportunities to facilitate students’ reflection on their experience of the host culture
    - A statement of student behavior expectations, both personal and academic, including a clear, fair, and ethical policy regarding consequences of conduct violations *(See below for example text.)*

*\*If your syllabus is not in English, please clarify for the committee where this information is included.*

**Services for Students with Disabilities Syllabus Statement**

Students feel more comfortable approaching faculty for accommodations or help if they perceive that there is an accepting environment. A prime location for this message is through the syllabus given at the beginning of the semester. Examples of the statements that help establish this type of environment might include:

* + - * "If you are a student with special needs or circumstances, if you have emergency medical information to share with me, or if you need special arrangements, please make an appointment with me as soon as possible during my office hours."
      * "Any student with special needs or circumstances should feel free to meet with me during office hours."
      * "Any student who feels that he or she may need an accommodation because of a disability (learning disability, attention deficit disorder, psychological, physical, etc.), please make an appointment to see me during office hours."
      * "If you need adaptations or accommodations because of a disability (learning disability, attention deficit disorder, psychological, physical, etc.), if you have emergency medical information to share with me, or if you need special arrangements, please make an appointment with me as soon as possible. Reasonable accommodations are available for students with disabilities. However, to be eligible for such accommodations, students should contact Services for Students with Disabilities (SSD, 310 Lavery Hall, www.ssd.vt.edu), via telephone 540.231.3788 (voice) or 540.213.1740 (TTY).

**Undergraduate Honor Code Syllabus Statement**

The Honor Code pledge that each member of the university agrees to abide by states:

“As a Hokie, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do”.

Students enrolled in this course are responsible for abiding by the Honor Code. A student who has doubts about how the Honor Code applies to any assignment is responsible for obtaining specific guidance from the course instructor before submitting the assignment for evaluation. Ignorance of the rules does not exclude any member of the University community from the requirements and expectations of the Honor Code.

For additional information about the Honor Code of Virginia Tech, please visit: ([www.honorsystem.vt.edu](http://www.honorsystem.vt.edu/))

**Personal, Behavioral and Academic Responsibilities Abroad Syllabus Statement**

Whether traveling with a group or independently, you are considered a Hokie wherever you are in the world, and will still be held accountable to the student code of conduct (and judicial system). Therefore, you should conduct yourself in a manner that reflects positively upon Virginia Tech and upon yourself embodying Virginia Tech’s [Principles of Community](https://www.inclusive.vt.edu/Initiatives/vtpoc0.html) and [Community Wellness Commitment](https://vt.edu/ready/well.html). In committing to study abroad, you are agreeing to abide by the rules and regulations of the [Student Code of Conduct](https://www.studentconduct.vt.edu/), the [Undergraduate Honor System](https://honorsystem.vt.edu/) or the [Graduate Honor System](https://graduateschool.vt.edu/academics/expectations/graduate-honor-system.html), your program's leadership, and/or the Global Education Office.

As a visiting student in a foreign country, you are subject to the laws of that country as well as the academic and disciplinary rules of your host institution/provider. You should strive to always conduct yourself in a manner that is respectful to your host country.

In the event that you do not comply with the outlined expectations, the university reserves the right to take disciplinary action, including dismissing a student from a program for reasons of unacceptable behavior. Financially, a student who is dismissed from the program will be treated in the same way as a student who withdraws from the program. If this happens, the dismissal will be without a refund, and all return expenses incurred will be the responsibility of the student. This may also result in academic or financial consequences, which are solely the responsibility of the student.

*[Insert syllabi here]*

# TENTATIVE ITINERARY

Provide a tentative program itinerary indicating locations and, to the extent known, course and co- curricular activities for each day in the program’s date range.

*[Insert tentative itinerary here]*

# ESTIMATED STUDENT COSTS FOR PARTICIPATION

Complete the following table representing full student program costs. Under “Billed Expenses,” insert the program fee to be advertised to students (this can be adjusted or rounded up/down to a near whole number based on the figure determined in the detailed Excel budget). Reference the Bursar’s Office website to insert the tuition and fee rates for the applicable term, credits, and residency status. Under “Out-of-Pocket Student Expenses,” itemize student costs that are not included in the program fee.

Add additional line items only if necessary; additional items will likely fall under the “Out-of-Pocket Student Expenses” section. Do not add additional line items for expenses that are already included in the program fee.

The information represented in this table will be displayed to students on the “Financial Matters” tab of your program brochure webpage.

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| **Billed Expenses** | **In-State** | **Out-of-State** |
| Program Fee | $ | $ |
| Study Abroad Participation Fee | $50 | $50 |
| Tuition & Fees | $ | $ |
|  |  |  |
| **Out-of-Pocket Student Expenses** |  |  |
| Application Fee | $50 | $50 |
| New Passport Fee | $145 | $145 |
| Personal & Other Expenses | $ | $ |
| Immunizations *(only if applicable)* | $ | $ |
| Visa *(only if not included in the program fee)* | $ | $ |
| Airfare *(only if not included in program fee)* | $ | $ |
| Estimated Meals *(only those not included in program fee)* | $ | $ |
| Books/Materials/Supplies *(only if not included in the program fee)* | $ | $ |
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| **Total Costs** | $ | $ |

*[Your detailed Excel budget should be submitted in its original format, as a separate file, when you submit your proposal materials to the GEAC.]*

***Please Note: The best practice recommendation by the GEAC is for study abroad per diem rates not to exceed 50% of the GSA published rate for the location of travel. Unlike business travel, study abroad travel is paid for by student funds. As a stewardship practice, faculty expenses should align with student costs for the program. Programs presenting more than 50% of the location's per diem rate should provide a stewardship justification in narrative form below.***

*[Insert justification here, if applicable]*

# STEPS FOR PROPOSAL SUBMISSION

* Once your program proposal and Excel budget are complete, email both files to your college liaison for review at the college level.
* The college liaison will respond with feedback and suggested changes. Once changes have been made and the final documents have been approved by your college liaison, then your proposal is ready to submit to the Global Education Approval Committee (GEAC).
* Please read through the “Program Leader Acknowledgements” below and provide an electronic or typed signature. You do not need to print out this page to physically sign it.
* Navigate to this page to submit your proposal. Please submit your documents in the original formats (Word and Excel); do not export the documents to PDF or any other format.
* Your college liaison will receive an email that you have made a submission and they will complete the College Verification and Approval, which confirms that your proposal has been approved at the college level.

# PROGRAM LEADER ACKNOWLEDGMENTS

* I acknowledge and accept that attendance at GEO Faculty Leader Training every two years is required per University Travel Policy 1070.
* I acknowledge that efforts will be made to reach diverse student populations through the program’s marketing and recruitment methods.
* I acknowledge and accept that student program applications must be administered through GEO’s enrollment management software (Terra Dotta) per University Travel Policy 1070.
* I understand that a minimum ratio of one responsible adult per 15 student participants is required on all VT programs per University Travel Policy 1070.
* I understand that for undergraduate applicants, the Undergraduate Honors and Student Conduct Records Release Waiver is a required application material. I will review the results of the records release before making program acceptance decisions.
* I acknowledge that a contract approved by Virginia Tech’s Office of Legal Counsel is required when using a service provider or vendor for program services.
* I agree to facilitate completion of the GEO survey at the close of the program. I agree to submit a final program report to the GEO.

[Insert electronic or typed signature here]

## Program Leader Date